

City and County of San Francisco

Request for Proposals (RFP) #101 – Grants for Community Engagement

Issued by:	San Francisco Human Rights Commission
Date issued:	Friday, September 23rd, 2022
Where to find this RFP:	https://sf.gov/information/human-rights-commission-funding-opportunities San Francisco Public Library 100 Larkin Street, San Francisco CA 94102-4733
E-Question Period:	Friday, October 7th, 2022
Proposals due:	Monday, October 24th, 2022, by 5:00 P.M. Please email proposals to athena.n.edwards@sfgov.org
Questions about this RFP?	Submit questions via email: athena.n.edwards@sfgov.org
Need application materials in an alternative format?	Submit accessibility requests via email: athena.n.edwards@sfgov.org
<p style="text-align: center;">Intent or Public Purpose of this Request for Proposal</p> <p>The intent of this proposal is to provide funding for projects and programs centered around addressing specific community issues in San Francisco, advancing social justice, restorative justice or criminal justice reform and community building via engagement within San Francisco and its diverse neighborhoods. The maximum amount of funding for this Request for Proposals (RFP) is \$750,000 and awards may be for less than or equal to the maximum amount. For proposals in Area 67: Community Support or Events in District 10 awards may be for less than or equal to \$50,000 amount. For proposals in Area 78: Community innovations to support youth on probation and their families, awards may be for less than or equal to \$200,000 amount. The HRC anticipates awarding between 2-10 awards. The HRC will award grants until funding is exhausted.</p>	
<p style="text-align: center;">Anticipated Grant Term</p> <p>The anticipated term for grants resulting from this RFP may last up to one (1) year. Actual grant terms may vary, depending upon service and project needs at the City’s sole and absolute discretion. Applicants selected for resulting grants(s) must be available to commence work on or after December 1st, 2022. Thus, the anticipated grant term for this RFP is December 1st, 2022, to December 31st, 2023.</p>	
<p style="text-align: center;">No Subcontracting Requirement</p> <p>The Local Business Enterprise (“LBE”) sub-consulting goal for this RFP and resulting contract(s) does not apply. However, the City strongly encourages responses from qualified LBEs.</p>	

TABLE OF CONTENTS

I. Introduction, Overview and Schedule	<u>32</u>
A. Background of the City and County of San Francisco and the Human Rights Commission.....	3
B. Statement of Need and Intent	4
C. Eligible Applicants.....	5
D. Available Funding.....	5
E. Service Period.....	6
F. Schedule	7
II. Program Areas and Scope of Work	7
A. Program Areas	7
B. Scope of Work	8
III. Application Process	10
A. Proposal Package Checklist	10
B. Submission Deadline and Confirmation of Submission	11
C. Best Practice Tips.....	11
IV. Proposal Review Process.....	12
V. Protest Process	14
A. Protest of Non-Responsiveness Determination	14
B. Protest of Grant Award.....	14
C. Delivery of Protests.....	15
D. Reservation of Right to Reject or Cancel.....	15

I. Introduction, Overview and Schedule

A. Background of the City and County of San Francisco and the Human Rights Commission

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco, known as the “City”, was established by Charter in 1850. It is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority. The services provided by the City include public protection, public transportation, construction and maintenance of all public facilities, water, parks, public health systems, social services, planning, tax collection, and many others.

The San Francisco Human Rights Commission (“Department” or “HRC”) provides leadership and advocacy in securing, protecting and promoting human rights for all people. For nearly 50 years, HRC has grown in response to San Francisco’s mandate to address the causes of and problems resulting from prejudice, intolerance, bigotry and discrimination. HRC has the good faith and commitment of San Francisco’s leaders to be an independent voice of human rights protection for all people and, again and again, leads the way on groundbreaking initiatives in the realm of human and civil rights. HRC performs its Charter mandated obligations and duties pursuant to the following City ordinances and laws:

- **San Francisco Charter**

- [Article IV, Section 4.107: HRC as a Charter agency](#)

- **San Francisco Administrative Code**

- [Chapter 12A: Powers and Duties of HRC](#)

- [Chapter 12B: Non-discrimination in CCSF Contracts](#)

- [Chapter 12C: Non-discrimination in CCSF Property Contracts](#) [Chapter 12H: Sanctuary City Ordinance](#)

[Chapter 12N: LGBT Youth Sensitivity Training](#)

- **San Francisco Police Code**

[Article 33: Non-discrimination in Housing, Employment and Public Accommodations](#)

[Article 38: Non Discrimination based on HIV Status](#)

[Article 1.2: Non Discrimination in Housing against Families with Minor Children](#)

- **Commission Bylaws**

[Commission Bylaws](#)

B. Statement of Need and Intent

Nonprofits have been taking care of San Francisco for generations. They have experienced the problems resulting from institutional and structural inequality firsthand and know what they need to best address the many issues facing San Francisco. Often, a small funding gap is all that separates these community innovators from moving forward. Specific issue areas in San Francisco are especially ripe for innovation and will see greater community benefit from HRC's financial and logistical support.

This Request for Proposals (RFP) in the amount of **\$750,000** is focused on providing funding for projects and programs centered around addressing specific community issues in San Francisco, development of culturally affirming spaces, advancing social justice, restorative justice or criminal justice reform, support community or events in District 10, community innovations to support youth on probation and their families as well as community building via engagement within San Francisco and its diverse neighborhoods. For proposals in service Area **67**: awards may be for less than or equal to **\$50,000** amount. For proposals in service Area **78**: Community innovations to support youth on probation and their families, awards may be for less than or equal to **\$200,000** amount. A primary goal of this RFP is to support groups disproportionately represented in the justice system, as well as those experiencing homelessness, poverty and underemployment. The best proposals should also identify and address any underlying causes of health, income and education disparities within San Francisco.

In responding to this RFP, we ask applicants to consider submitting proposals that appropriately adapt their services and activities to advance the goals of this grant. We encourage

applicants to step beyond the repackaging of familiar ideas and propose strategic and intentional community led initiatives. We look forward to receiving your proposals, as our partnership with you and your organizations will strengthen our collective efforts in realizing an equitable recovery.

Implementation of the grants and programs within this RFP will be overseen by the HRC. HRC is committed to advancing racial and economic justice by instituting programs and services that make San Francisco a better place to live, work, and do business. The funding in this RFP touches on critical aspects of San Francisco's diverse economy, focusing on advancing equity and shared prosperity for all. More information about HRC can be found at: <https://sf.gov/information/human-rights-commission-funding-opportunities>.

C. Eligible Applicants

You are eligible to apply if you:

- Are (or have a fiscal sponsor that is) a nonprofit, public benefit corporation that is tax exempt under Internal Revenue Code 501(c) as a not-for-profit organization.
- Meet all minimum qualifications. See Appendix A.
- Are not debarred or suspended from participation in local, State or Federal programs;
- Can comply with all local, state or federal laws and regulations if funded. Please see Appendix A and Appendix B for more information about general terms and conditions of City funding opportunities.
- No City agencies or departments may apply for funding under this RFP.

If you are a fiscal sponsor to another organization, you must serve as the lead applicant and meet all criteria described above. While subgrantees do not need to become City Suppliers, subgrantees must be in good standing with the IRS and State of California and be able to comply with all general grant terms and conditions in order to receive pass-through grant funds.

D. Available Funding

The funding amounts listed in this RFP are anticipated initial funding awards, based on current budget availability. Actual awards will be determined by the number of responsive proposals that meet the HRC's strategies and objectives, and funding may be less or more. The total funding anticipated for initial grant awards is **\$750,000** and awards may be for less than or equal to the maximum amount. For proposals in service Area **67**: awards may be for less than or equal to **\$50,000** amount. For proposals in service Area **78**: Community innovations to support

youth on probation and their families, awards may be for less than or equal to **\$200,000** amount. **The HRC anticipates awarding between 2-10 awards.** The HRC will award grants until funding is exhausted.

Please submit budget requests according to the limits in this RFP, however, the HRC may negotiate different funding allocations and project goals before finalizing funding awards, should funding conditions change.

The HRC may pursue additional resources to support the essential programs solicited through this RFP and, if additional funding is secured, the HRC may elect to negotiate larger funding awards beyond the originally anticipated amounts listed in this RFP. In this case, funds may be allocated to enhance any of the programs described in this RFP, at an amount proportional to the anticipated funding ranges noted in this RFP. Similarly, should funding no longer be available, the HRC may elect to not fund proposals at this time. Proposals are kept on file and the HRC may use them as a basis for future funding awards.

This RFP, and the proposals received as a result of it, may be used to justify funding decisions for other similar services and/or other funding that becomes available through the HRC or any other City department. The HRC, or other City agencies, will disclose any additional regulations or requirements during the negotiation process for grants that are awarded through this RFP and funded by other local, state, federal or non-city sources.

E. Service Period

Unless otherwise noted in the program descriptions, successful proposals will be funded for a term of one (1) year. Projects may begin as soon as December 2022. In some cases, the City may renew or extend programming through June 30, 2025 (fiscal year 2024-2025). All decisions regarding the size, length, and scope of future funding awards are subject to the HRC's approval and budget availability. Future funding is not guaranteed, and funding amounts and terms will depend upon the performance of the grantee during the initial award period, as well as other policy considerations as determined by the HRC. Grantees will be asked at a minimum to submit a final report of their activities and, if the HRC elects to renew the award, a revised scope of work and budget for the renewal period(s) for HRC's review. The HRC reserves the right, in its sole discretion, to not renew funding awards.

F. Schedule

The anticipated schedule for awarding initial funding is as follows:

Proposal Phase	Date
RFP Issued by the City	Friday, September 23 rd , 2022
Deadline for Questions	Friday, October 7 th , 2022
Proposals Due	Monday, October 24th, 2022, by 5:00 P.M.
Grantee Selection and Award Notification	Friday, November 18 th , 2022
Protest Period Ends	5 business days after award notification
Projects Begin	Projects anticipated to start December 2022 or later

Each date is subject to change. For the latest schedule, check <https://sf.gov/information/human-rights-commission-funding-opportunities> .

Note: All questions about the RFP should be sent by email to athena.n.edwards@sfgov.org. This includes general administrative questions, program area questions, and technical questions about how to find or navigate the RFP application.

II. Program Areas and Scope of Work

A. Program Areas

This RFP includes seven (7) distinct Program Areas in which the HRC is seeking to provide grant funding. Indicate in your application which Program Area(s) your organization is seeking to provide. If your proposed project addresses multiple Program Areas, please list all that apply.

- Area 1: Community Engagement (workshops, speaker series & events etc.)
- Area 2: Community innovations that address specific community problems in San Francisco
- Area 3: Community innovations to advance social justice

- Area 4: Community innovations to advance restorative justice or criminal justice and juvenile probation reform
- Area 5: Culturally Affirming Spaces (including art, foodstuffs, healing, health & wellness)
- Area 6: Community innovations to support historically underrepresented communities or events in District 10
- Area 7: Community innovations to support youth on probation and their families.

B. Scope of Work

The HRC is seeking proposals from community organizations to deliver *innovative and culturally responsive* projects and programs within the Program Areas listed above.

An applicant's scope of work should include the following sections:

1. Community Needs and Outcomes

Explain the goals and objectives of the proposed work and how it aligns with the goals and objectives of the RFP and the selected program area(s). Describe the target population(s) you will serve through this program, your experience serving them, and key needs you hope to address with this funding. Highlight the economic, social, financial, institutional or other issues that require a solution. Include target neighborhoods and where the location of services will occur. List target age group(s) and language group(s) where applicable.

2. Proposed Approach and Activities

a. Describe Proposed Activities or Initiatives

For each Program Area the applicant is requesting grant funding for, describe in detail the proposed activities or initiatives. Include the types of activities; the length or duration of each activity; the frequency of proposed activities to be provided (how often you plan to host activities); provide a location(s) of proposed activities and methods that will be used to deliver services. If proposing with multiple program partners, be clear on who will lead each element of your service plan.

b. Applicant's Approach to Developing, Executing or Implementing Proposed Activities or Initiatives

Provide a detailed explanation of how the applicant will approach the development, execution, or implementation of the applicant's proposal as well as describe any evidence-based practices that will inform the progression of the program or project.

c. Applicant's Proposed Work Timeline

Please provide a timeline outlining the proposed work's start date, deliverable dates, milestones, and completion dates in chronological order. Include any factors that might speed or hinder the implementation of the proposed program and explain how you will manage unanticipated proposed program hurdles, should they arise.

3. Applicant Qualifications and Staff Assignments

Provide a description of the applicant's relevant qualifications along with detailing the experience of proposed partners, subcontractors, and staff in relation to how these qualifications will serve the applicant in developing and executing the proposed work.

4. Performance Measurement and Reporting

Describe how the applicant will measure the performance of the proposed work as it relates to the purposes of this grant. Types of performance metrics are not limited but may include surveys, interviews, focus groups, attendance data or sheets, photo journals. Include frequency of performance reporting (monthly basis preferred). Performance measurement and reporting activities should provide information that is factually based and measures the progress and effectiveness of a process as well as whether outcomes are being achieved.

5. Financial Management and Budget

Please provide a detailed budget of all projected costs related to the proposal. Also provide a narrative description of each line item, including justification of these expenditures.

6. Supplementary Attachments

As part of your proposal, you may include the following additional documents:

- At least 1 and no more than 3 letters of support from past clients, partner organizations, community leaders or other stakeholders that speak to your

organization's ability to implement the activities proposed in the Application and demonstrate community support for the proposal.

III. Application Process

A complete Proposal Package shall include all of the items listed in the Proposal Package Checklist, below. Instructions and tips on completing all Proposal Package documents are included following the Checklist and all templates noted can be downloaded from <https://sf.gov/information/human-rights-commission-funding-opportunities>.

A. Proposal Package Checklist

The following items must be completed and included in the application package:

- ☐ **Application** (optional template provided). Please provide written responses to all questions under the Program Areas and Scope of Work sections, above.
- ☐ **Proposed Budget** (optional template provided). Please provide a breakdown of your proposed project budget.
- ☐ **Supplementary Attachments**. Please attach any letters of support to your submission.

Additional required attachments:

- ☐ **Organizational Budget** (no template) – Overall organizational budget for the Primary Applicant, if applicable. Please provide a copy of your organizational budget(s).
- ☐ **Organizational Chart** (no template) – Organizational chart for the Primary Applicant, if applicable. Please provide a copy of your organizational chart.
- ☐ **Appendix A** (template provided) - Applicant Requirements and Guidelines.

Additional reference materials and guidelines:

The following documents are for reference only

- **Appendix B, City Grant Terms (Form G-100)**, contains the standard terms of grant agreements with the City.

- **Appendix C, Supplier Registration Instructions**, provides registration instructions to Applicants who are not current City Suppliers (vendors).
- **Appendix D, Administrative Code Chapter 12X List of States**, contains the list of states the City is prohibited from contracting with that have certain discriminatory laws.

. Only Proposal Packages submitted with all required attachments will be considered for funding. Alternative formats of templates may also be provided to individuals with disabilities by contacting Athena Edwards at **athena.n.edwards@sfgov.org** before the submission deadline.

B. Submission Deadline and Confirmation of Submission

- When all items are complete, submit the entire Proposal Package by 5:00 p.m. on Monday, October 24th, 2022, by email to athena.n.edwards@sfgov.org.
- Upon successful submission, you will receive an automated response to confirm your submission was received by the deadline. Save this information for future reference.
- If you discover an error in your submission and need to submit a revised proposal, compile all items on the Proposal Package Checklist, follow the same steps as outline above, and ensure that the revised submission is submitted by the deadline.
- Again, all submissions, including supplementary materials, must be received by 5:00 p.m. on Monday, October 24th, 2022, to be considered as part of the Proposal Review Process. **Early submission is highly encouraged.**

C. Best Practice Tips

- Use the Proposal Package Checklist to ensure your proposal is complete.
- Write as clearly and succinctly as possible and respond directly to the questions as asked. Do not submit extra materials not requested.
- If you are submitting multiple proposals, please do not cross-reference content between proposals. For example, do not respond to questions with statements such as “Please see this answer in my proposal to the other Program Area.”

IV. Proposal Review Process

First, the HRC will review all proposals to determine if they are complete and meet the eligibility criteria. Incomplete, late or otherwise ineligible proposals will not be considered and applicants will be notified if their proposals have been disqualified.

Selection Criteria

Applications will be reviewed and evaluated using the criteria described in this section. Point values indicate the relative importance placed on each section and points will be awarded based on the extent to which the application addresses the criteria listed. Applicants should prepare their proposals with these criteria in mind.

Depending on the number and quality of proposals, applicants may be invited to be interviewed by the review committee to make a final selection. Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

Community Needs and Outcomes (30 Points)

- The application demonstrates deep knowledge of the needs of the neighborhood(s) and/or City, including:
 - Identification of the economic, social, financial, institutional or other issues that require a solution.
 - Understanding of community stakeholders and community organizations, and possible considerations for project implementation.
- The application presents a clear description of the proposed project and:
 - How it will contribute to achieving the goals and objectives stated in the RFP.
 - How the project is innovative and creative in implementing a solution to meet needs of the neighborhood(s).
- The application presents evidence of community support for the project.

Approach and Activities (50 points)

- The application presents a plan of action that includes:
 - Details on the specific scope of services the applicant proposes and how the proposed work will be accomplished.
 - A reasonable timeline for implementing the proposed project including major milestones and target dates. It addresses factors that might speed or hinder implementation and explains how these factors would be managed.
- The application describes how the design of the project incorporates effective practices supported by applicant's experience and/or research and literature.
- The application demonstrates the organization's capacity to carry out the proposed project by connecting current or previous experience with the proposed programming.

Applicant Qualifications and Staff Assignments (20 points)

- The application demonstrates the relevant professional qualifications and experience of applicant and any proposed partners, subgrantees and staff, including their previous roles in implementing similar projects or activities.
- The application presents staffing assignments that are feasible and sustainable, taking into consideration skills, availability, and workload.

Performance Measurement and Reporting (20 Points)

- The application provides an appropriate and feasible plan describing how:
 - Data on project activities, outputs and outcomes will be collected and reported.
 - Applicant has or will develop the capacity to collect and manage data
 - Data will be used to determine whether the needs identified are being met and whether project results are being achieved.

Financial Management and Budget (30 Points)

- Application includes a detailed budget narrative presenting reasonable costs that relate to activities proposed.
- The proposed budget and applicant's overall budget is of a size to reasonably expect successful delivery of the program.

- Applicant maintains fiscal control and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFP.

Proposals with the highest scores will be considered for grant awards. Applicants will be notified of final award decisions. Applicants who receive a grant will be contacted to begin the grant negotiation process.

V. Protest Process

A. Protest of Non-Responsiveness Determination

If your proposal is deemed non-responsive, you will receive notice from the City explaining the reason for removing it from consideration. Within five calendar days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. The protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Grant Award

Within five business days of the City's issuance of a notice of intent to award the grant, any applicant that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. The notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the applicant, and must cite the law, rule, local ordinance,

procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by 5:00 p.m. on the due date. The HRC highly recommends submitting the protest via email. If a protest is mailed in hard copy, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or fax will not be considered. Scanned signed protest letters may be submitted via email to athena.n.edwards@sfgov.org. Letters transmitted electronically must be sent in PDF format and be signed by an individual authorized to negotiate or sign agreements on behalf of the protesting organization.

Protests must be addressed to:

Human Rights Commission

Attn: Athena Edwards

25 Van Ness, Room 800

San Francisco CA 94102

The HRC recommends submitting protests via email at: athena.n.edwards@sfgov.org.

Following the City's receipt of a timely protest, the City may decide to schedule a meeting to review and attempt to resolve the protest. The meeting will be scheduled within ten (10) calendar days of the receipt of the protest, in a format that follows public health and accessibility guidelines. If the City determines a meeting is not necessary to address the protest, the agency can anticipate a written response from the City within 10 calendar days of submission of the letter of appeal. **All protest determinations made by the Director of the Human Rights Commission are final.**

D. Reservation of Right to Reject or Cancel

The HRC reserves the right to reject or cancel this RFP in whole or in part at any time before a Grant Agreement is entered into.